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1 March 1954

MEMORANDUM FOR: Colonel White

1. CIA Notice No. [REDACTED], "Classification of Documents," requires office heads under the DD/A to do three things in connection with the security classification of documents:

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- a. Designate personnel (by name or position) who have authority to classify documents
- b. Designate personnel whose job it is to continually review classified material for declassification or downgrading and
- c. Name Assistant Classification Officer who will maintain liaison with the CIA Classification Officer, in order to carry out the classification program.

2. From the foregoing it appears that the office heads under DD/A may exercise their own discretion in deciding whether the personnel who have classification authority are to be designated by name or by position. Some of the DD/A offices may already have complied with this requirement of Notice [REDACTED] since there is no instruction that such action is to be reported to the Deputy Director concerned.

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3. It is suggested that the three tasks reviewed above be brought to the attention of the office heads of the DD/A organization at the DD/A luncheon on this coming Thursday. The purpose of introducing this subject would not be to find out if the offices have already complied, but instead to remind them of what needs to be done in case it has been overlooked so far. As a means of control, it is further suggested that the office heads be asked to furnish a copy of the action taken under each of the three requirements to this Office and also to the CIA Classification Control Office. In order to sustain a high level in our DD/A staff meetings and luncheons, these gatherings should be used as often as possible to transmit information and instructions in the first instance. This particular subject seems to me to lend itself to discussion at next Thursday's lunch.

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SA/DD/A:DCK:dh (1 March 54)

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